



## **Council on Technology Services Workgroups**

**August 12, 2002**

The following information has been gathered to assist the COTS Executive Committee with its primary focus—the ongoing management of COTS Workgroups in light of the priorities set by the Council. The information was collected from a number of sources, including conversations with Workgroup Chairs, Workgroup staff input, and from surveys issued by the COTS Executive Committee during the calendar year.

### **Current COTS Workgroups:**

1. Commonwealth Enterprise Systems
2. Communications Workgroup
3. Digital Signatures Implementation Workgroup
4. Enterprise Architecture Workgroup
5. IT Recruitment and Retention Workgroup
6. Privacy, Security, and Access Workgroup
7. Seat Management Workgroup
8. State and Local Application & Network Integration Workgroup
9. Technology Management Workgroup
10. Telecommunications and Voice-Over IP Workgroup
11. Web Services Workgroup

## **Workgroup Leadership, Priorities, and Status**

### **Commonwealth Enterprise Systems**

Chair: Vacant

Staff: Bernie Hill, Department of Technology Planning

Priorities: This workgroup will complete the analysis required to determine the feasibility

and appropriateness of the Commonwealth's implementation of a commercially-available enterprise system that integrates the central-agency financials and human resources information systems. The proposed integrated system would replace the Commonwealth Accounting and Reporting System (CARS), Commonwealth Integrated Payroll/Personnel System (CIPPS), Benefits Eligibility System (BES), Fixed Asset Accounting and Control System (FAACS), Personnel Management Information System (PMIS), and Program Budgeting (PROBUD).

This study represents an important step in bringing the COTS technology vision to life, within an enterprise business context. Previous COTS workgroups have formulated technology-related standards, policies, and guidelines that form, collectively, a technology vision for the Commonwealth. The workgroup will envision a technology-enabled framework for the existing information management systems and processes with which the Commonwealth of Virginia conducts payroll, human resources, purchasing, accounting, and budgeting functions. Included in this framework will be a description of how these applications could better meet the needs of the Commonwealth. The objective of this workgroup is to gather the requisite information needed to release a Request for Proposal (RFP) for the development of a Business Case for enhancing or replacing the Commonwealth's current information management applications and simultaneously improving the associated business practices. The Business Case will analyze the Commonwealth's current central-agency processes, technology, and application architecture. Overall, the study will provide a recommended strategy for reengineering selected State business processes and enhancing or replacing the Commonwealth's current information management systems. This information would then be included in the RFP issued to qualified systems integration companies experienced in performing similar types of studies for state governments.

Charter: The Workgroup has a draft charter.

Status: The Workgroup is in the process of being formed

## **Communications Workgroup**

Chair: Joy Hughes, George Mason University (COTS member)

Priorities: To communicate the work and accomplishments of the Council to a wider audience, including Virginia citizens, state agencies, institutions, and local governments, and, as appropriate, a national/international audience. Develop specific strategies for COVITS.

Charter: The Workgroup plans to develop a charter and workplan at its next meeting.

Status: The Workgroup was active through COVITS and has been on hiatus since September. Joy Hughes has suggested finding a Richmond-based chair and including more seasoned communications professionals on the Workgroup.

## **Digital Signatures Implementation Workgroup**

Chair: Cheryl Clark, Department of Information Technology (COTS member)

Priorities: Implementation of the plan and recommendations of the Digital Signature Initiative Workgroup, including the development of a statewide procurement for digital signature products and services; the development of a Virginia On-Line Transaction (VOLT) standard and certificate policy; and the monitoring of trends and issues related to electronic signatures and security.

Charter: The Workgroup has a workplan and timetable.

Status: The Workgroup is active and has nearly met its objectives. The Workgroup is actively looking to fold into the Privacy, Security, and Access Workgroup.

## **Enterprise Architecture Workgroup**

Co-Chair: David Molchany, County of Fairfax (COTS member)

Co-Chair: Murali Rao, Virginia Department of Transportation

Priorities: To establish a common and cohesive vision between senior management, lines of business and technology on the business drivers, requirements and role of enterprise wide technology architecture. To design effective enterprise wide technology architecture to facilitate optimal delivery of Commonwealth information and services. To recommend an implementation plan for migrating priority applications and infrastructure into an enterprise wide technology architecture.

Charter: The Workgroup has a workplan for each of the domain architectures.

Status: The Workgroup is active, and is updating the Common Requirements Vision document in preparation for work on the next two domains.

## **IT Recruitment and Retention Workgroup**

Chair: Linda Harber, Virginia Commonwealth University

Priorities: To find effective solutions to IT recruitment and retention issues facing state agencies.

Charter: The Workgroup does not have a charter or workplan.

Status: The Workgroup meets quarterly. The Workgroup seeks direction and input from the Council and the Executive Committee.

## **Privacy, Security, and Access Workgroup**

Chair: Dan Galloway, State Corporation Commission

Priorities: To provide COTS with statewide policy recommendations and emerging issues and current information relating to the balance of privacy, security, and access. To identify and prioritize the key areas related to privacy, security and access which would benefit from legislative proposals and/or statewide policies. To monitor federal and state legislation and legislative proposals related to PSA and inform COTS periodically of the status and recommendations of the effect to the Commonwealth. To monitor ongoing emerging technological and policy developments impacting PSA. To maintain an informative website of educational tools and best practices related to PSA.

Charter: The Workgroup does not have a charter or workplan.

Status: The Workgroup has not met in months, since former Chair Mike O'Neil left state government. Due to recent interest, the current Chair has queried the members and determined that a core number of members are interested in resuming meetings and addressing priorities of the Council.

## **Seat Management Workgroup**

Chair: Wayne Stafford, Department of Corrections

Priorities: To facilitate the use of the Seat Management contract by state agencies, higher education, and localities. To develop policies, standards, and guidelines related to total cost of ownership (TCO) studies, develop a statewide education program, promote seat management, report on implementation of Seat Management Services.

Charter: The Workgroup does not have a charter or workplan in writing.

Status: The Workgroup meets as needed to discuss contract modifications and other pertinent seat management and TCO issues.

## **State and Local Application & Network Integration Workgroup**

Chair: David Sullivan, City of Virginia Beach (COTS member)

Priorities: Current interest in pursuing the Single Pipeline notion presented to COTS in 1999 and 2000. Possible collaboration with the COTS Telecommunications and Voice-Over IP Workgroup.

Charter: The Workgroup does not have a written charter or workplan.

Status: The Workgroup convenes infrequently.

## **Technology Management Workgroup**

Chair: Chris Saneda, Department of Alcoholic Beverage Control (COTS member)

Priorities: To advise and assist COTS and the Secretary of Technology in the development and successful implementation of Commonwealth technology management initiatives, including the publication of associated policies, standards, and guidelines.

Specific tasks for the workgroup include:

- Implement the Commonwealth Major IT Project Status Report Dashboard.
- Implement the IT Project and Procurement Approval Request (PPAR) system.
- Support development of IT strategic planning, enterprise program management, and project management tools.
- Sponsor the Commonwealth Project Management Guideline (methodology).
- Enhance the current Commonwealth Technology Portfolio.

- Support development of IT strategic planning, enterprise program management, and project management standards and guidelines.
- Establish a project management center of excellence and online best practices reference library.
- Institute a project manager development program.

Charter: The Workgroup has a charter and workplan

Status: The Workgroup is newly formed, and has convened once, with a second meeting scheduled for August 16.

## **Telecommunications and Voice-Over IP Workgroup**

Chair: Leslie Carter, Department of Information Technology

Priorities: To identify telecommunications needs and priorities that are shared by all levels of government within the state. To develop methods of acquiring telecommunications equipment and services to accomplish these needs. To create a forum for state agencies, institutions and universities, and local governments to share information, ideas, and solutions.

Charter: The Workgroup does not have a written charter or workplan.

Status: The Workgroup is active, and recently merged the Voice-Over IP subcommittee with the Telecommunications Workgroup. The Workgroup has expressed interest in working with the SLANI Workgroup on the Single Pipeline notion SLANI developed and recommended to the Council in 1999 and 2000.

## **Web Services Workgroup**

Chair: Tim Bass, Virginia Retirement System (COTS Member)

Priorities: To determine the feasibility of Web Services in the Commonwealth. The Workgroup will run a series of pilot demonstrations to become with various vendor products and move the Commonwealth up the Web Services learning curve in

anticipation of adoption.

Charter: The Workgroup has a draft charter.

Status: The Workgroup is currently wrapping up the pilot demonstrations and is in the process of preparing its final report with findings and recommendations to the Council at its meeting on September 24 in Lexington.

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